

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

JED/sm
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TO : Director of Training

DATE: 12 November 1959

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #43

1. Language Training

EE Division ([] Chief of Support) has made two suggestions about language training which have been passed along to []. One suggestion is to have an on-duty course in elementary German presented in the EE conference room one hour a day, five days a week. If necessary, EE can probably supply the instructor but would require OTR materials and supervision. EE believes that by having a course on the premises some students can attend who otherwise cannot attend the voluntary program and who cannot be released long enough to make the classes in Quarters Eye. The second suggestion is to supply the EE Training Officer with a stock of elementary and advanced German language tapes which he can issue to employees to take home and use on their own recorders. The purpose behind this idea is to make such tapes more accessible to EE people and also to simplify procedures in handling such tapes.

2. Liaison with DD/P Training Officer

C/PPS accompanied Mr. [] to their meeting with Mr. [] on 10 November 1959. Pursuant to his conversations with area division and senior DD/P staff officers, [] politely disapproved the proposed training for wives of CIA employees. At the same time he noted his concurrence in OTR's intent to step up the language proficiency testing program and brought to OTR's attention a survey of DD/P language requirements prepared in 1957 by [], then Chief, Support, PP Staff. He also produced a subsequent, 1958 review of requirements for some of the more difficult languages. These two surveys will constitute DD/P's response to our suggested, current survey. Since copies have not been located within OTR, a copy will be secured from DD/P-TRO. These and other items discussed already have been reported orally to the DTR.

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25 YEAR RE-REVIEW